

REQUIRED DOCUMENTATION FOR CHILD CARE CENTERS

Following is a list of the documentation that must be at the facility for review. You can copy each of the following charts and attach it to the front of the file and check off the documentation as you include it in the file.

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PERSONNEL RECORDS
' Application with hire/termination date and related experience or documented on-the-job training
' Orientation Training
' Caregiver Health Evaluation
' Tuberculosis screening results - obtained within the first 30 days of employment
' Current Food Handler's Permit - obtained within the first 30 days of employment
' Current First Aid and CPR certification if needed
' Annual Training Hours
' BCI screenings – submitted within the first 5 days of employment

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CHILDREN'S RECORDS
' Admission agreement
' Medical treatment and transportation release (separate or on admission/registration form)
' Immunization records (pink cards)
' Health Assessment — initial and every year
' Medication Releases and Records
' Accident/Incident Reports

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OTHER DOCUMENTATION
' Policies and Procedures Manual
' Six weeks of child attendance records
' Six weeks of injury, accident and incident reports
' Six weeks of medication administration forms
' Log of Fire and Disaster Drills
' Menu Approval (or food program) and one week of menu substitutions
' Director's qualifications
' Local annual health department inspections
' Local annual fire department inspections
' Variance approvals
' Vaccination records for animals